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RECOMMENDATIONS FOR GRAPHICS REGISTER

1. Dissolve Graphics Register:

a. Transfer Map Division to Map Branch, ORE, limiting existing activity to indexing of maps for machine records maintained in ~~Machine Methods Branch, CCD.~~
~~Map Branch or Division~~

b. Transfer Pictorial Records ~~Section~~ ^{Division} and Film ~~Section~~ ^{Division} to Library, OCD, as the Graphic's Division.
(Proposed T/O is attached)

2. Continue and accelerate screening of photographs to prevent needless indexing and overfiling of worthless, marginal and duplicate material.

3. Discontinue initiation of requests for specific material which involves field action unless user specifically requests procurement of the material. Coordinate with Liaison Branch where applicable.

4. Maintain present system of establishing liaison contacts with photographic agencies and commercial firms to determine availability of graphic materials and to provide for the speedy procurement of such materials as need dictates and for an automatic immediate continuous flow of materials of high intelligence value to CIA.

5. Re-evaluate processing schedule to insure indexing of those materials which ~~relate~~ ^{to} highest priority intelligence targets ~~established~~ and indexing of most timely items received through established for the agency. This may change present practice of indexing one type current flow. of photographs at one time.

6. Negotiate with appropriate IAC officials for enlisting staff assistance from them in indexing collections located within those agencies.

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7. Request Chief Map Branch, ORE, to submit T/O estimate for indexing activity transferred from Map Division, Graphic Register.

8. Consider ultimate transfer of Map Branch, ORE to OCD as a branch within that office.

*Request - one place
Circ. products & records
Simultaneous report - library & graphics.*

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DRAFT -- ~~SECRET~~

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BIOGRAPHIC REGISTER

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It is recommended that:

3. The Register provide central location service of biographic information contained in IAC and other agencies.

4. Provision for expansion of the ~~Statistical and~~ Index Division be made ^{at} ~~for~~ the time ~~when~~ the Division assumes ^{additional} index projects for the IAC agencies.

5. The Biographic Register absorb such ~~material relating to~~ biographic information as may be found in ORE and other offices throughout CIA.

6. The Biographic Register fulfill all requests of ORE for biographic data utilizing when necessary the facilities of the other agencies.

7. The Control Clerk in the Office of the Chief maintain operational statistics and control information relative to documents ~~within the Biographic Register.~~

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